

# MOUNT VERNON NAZARENE UNIVERSITY

*Life Changing*

## **Policy on Policies**

It is the policy of Mount Vernon Nazarene University to define its policies, procedures, desktop instructions and rules and to communicate them clearly and consistently at all times by:

- Linking all policies, procedures, desktop instructions and rules to the University’s mission and/or regulatory statutes.
- Providing a means for appeal and grievance in a reasonable time period to those adversely affected by policy implementation and derivative decisions.
- Reviewing, revising and amending policies, procedures, desktop instructions and rule regularly and implementing them with due notice.

The Policy on Policies is to be implemented in close harmony with the Policy on Governance and Authority.

The following outlines the roles and University position assigned to the role.

| Role              | University Position |
|-------------------|---------------------|
| Executive sponsor | President           |

The Policy on Policies applies to the following functional areas or positions.

| Functional Areas or Positions | Specific Policy Application   |
|-------------------------------|---|
| President                     | To execute the Policy on Policies.  |
| Senior Leadership Team        | To define and implement the Policy on Policies in divisional responsibilities.  |
| Unit managers                 | To assure that unit protocols, procedures, desktop instructions, covenants of behavior, etc. conform to the framework and provisions of the Policy on Policies. |

Compliance with the Policy on Policies is critical and includes the following.

| Action                                | Guideline   |
|---------------------------------------|---|
| Defining operational responsibilities | Each unit will develop operational manuals that codify how the broad policy statement will be implemented in unit procedures, desktop instructions, and covenants of expected behavior.   |
| Monitoring policy effectiveness       | Executive sponsors (i.e., designated members of the Senior Leadership Team) will monitor the effectiveness of assigned policies, will advise the Senior Leadership Team of the policy’s effectiveness, and will advocate for the re-affirmation, revision, and suspension of the policy statement and its derivative documents. |

|  |   |
|--|---|
| Conducting periodic review, revision and reaffirmation of policy | All policy statements become null and void unless review, revised and reaffirmed by designated policy termination dates.            |
| Complying with the Policy on Policies                            | Policy compliance standards and expectations are defined and described in the <i>Faculty Handbook</i> , and <i>Staff Handbook</i> . |

The following documents provide the critical means of implementation of the Policy on Policies.

| Required Documents                  | Purpose  |
|-------------------------------------|--|
| Manual on university policy         | To define the framework for developing, formatting and organizing broad University policy statements, to assure that individual policy statements and their derivatives are congruent with the corpus of University policy, and to provide for schedule for mandatory policy review. |
| <i>Board Standard Policy Manual</i> | To record the standard operating policies governing the deliberations and decisions of the Board of Trustees.  |
| <i>Catalog</i>                      | To present key policy provisions for academic, community and spiritual life as these provisions structure and govern the educational and residential experience of students.   |
| <i>Faculty Handbook</i>             | To define the structural organization, assignment of responsibilities, work conditions, performance expectations, etc. of faculty as they apply to educational work of the University.   |
| <i>Staff Handbook</i>               | To define the structural organization, assignment of responsibilities, work conditions, performance expectations, etc. of service unit staff and managers as they apply to operational support functions of the University.  |
| <i>Student Life Handbook</i>        | To define the organization and structures of the community, residential and spiritual life of students and to specify the covenants of expected behavior while students participate in community life.   |

| Additional Documents   | Purpose  |
|------------------------|--|
| Unit operation manuals | To define and specify the specific procedures, desktop instructions, covenants of behavior, etc. as they apply to and prescribe the internal operations of the unit. |

There are no exclusions or exceptions of the Policy on Policies.

The following individuals can be contacted for questions on the Policy on Policies as outlined here.

| For  | Contact   |
|--|---|
| Any question                                     | Unit managers   |
| Questions related to divisional responsibilities | Unit manager or Senior Leadership Team member assigned to the divisional responsibility |
| Reporting misuse of the Policy on Policies       | Unit manager or Director of Human Resources   |

The following outlines the approval, review, and revision history of the Policy on Policies.

| <b>Version</b> | <b>Approval Date of Version</b> | <b>Version Type</b> |
|----------------|---------------------------------|---------------------|
| 1              | January 2010                    | Initial Release     |